

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

The Regular Meeting of the Board of Education of the Borough of Totowa was held at Washington Park School Media Center, 10 Crews Street, Totowa, New Jersey on February 15, 2023.

A motion was made by Mr. Bierach and seconded by Mr. La Rose to have Ms. Alesandrelli act as President for the February 15, 2023, Board of Education meeting until Ms. Antonucci arrives. The motion was passed unanimously by roll call vote.

**1. Call To Order**

Acting President Alesandrelli called the meeting to order at 7:05 P.M. and led all present in the salute to the flag and remain standing for a moment of silence for our past and present troops.

**2. Roll Call**

Members Present: Ms. Alesandrelli, Mr. Bierach, Ms. Carr, Mr. Kerwin, Mr. La Rose,  
Mr. Parlegreco and Mr. Reynoso

Members Absent: Ms. Antonucci and Ms. DeCeglie

Also Present: Patricia Capitelli, Superintendent of Schools  
Vincent Varcadipane, School Business Administrator/Board Secretary  
Mr. Raymond B. Reddin, Board Attorney

**3. Open Public Meeting Notice**

The following statement was read by Mr. Varcadipane:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Municipal Building and notice was mailed to the North Jersey Herald News and The Record.

**4. Public to be Heard**

There was no public to be heard.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**5. Professional Days**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the submitted Professional Days as per the attached.

**6. Policy Revision 0152 – Board Officers**

The Superintendent presents to the Board the second read of the revised Policy 0152 – Board Officers.

**7. Policy Revision 0161 – Call, Adjournment, and Cancellation**

The Superintendent presents to the Board the second read of the revised Policy 0161 – Call, Adjournment, and Cancellation.

**8. Policy Revision 0162 – Notice of Board Meetings**

The Superintendent presents to the Board the second read of the revised Policy 0162 – Notice of Board Meetings.

**9. Policy Revision 2423 – Bilingual and ESL Education**

The Superintendent presents to the Board the second read of the revised mandated Policy 2423 – Bilingual and ESL Education.

**10. Policy Revision 2425 – Emergency Virtual or Remote Instruction Program**

The Superintendent presents to the Board the second read of the revised mandated Policy 2425 – Emergency Virtual or Remote Instruction Program.

**11. Policy Revision 5200 – Attendance**

The Superintendent presents to the Board the second read of the revised mandated Policy 5200 – Attendance.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**12. Policy Revision 5512 – Harassment, Intimidation, or Bullying**

The Superintendent presents to the Board the second read of the revised mandated Policy 5512 – Harassment, Intimidation, or Bullying.

**13. Policy Revision 8140 – Student Enrollments**

The Superintendent presents to the Board the second read of the revised mandated Policy 8140 – Student Enrollments.

**14. Policy Revision 8330 – Student Records**

The Superintendent presents to the Board the second read of the revised mandated Policy 8330 – Student Records.

**15. Regulation Revision 2423 – Bilingual and ESL Education**

The Superintendent presents to the Board the second read of the revised mandated Regulation 2423 – Bilingual and ESL Education.

**16. Adoption Regulation 2425 – Emergency Virtual or Remote Instruction Program**

The Superintendent present to the Board the second read of the new mandated Regulation 2425 - Emergency Virtual or Remote Instruction Program.

**17. Regulation Revision 5200 – Attendance**

The Superintendent presents to the Board the second read of the revised mandated Regulation 5200 – Attendance.

**18. Regulation Revision 8140 – Enrollment Accounting**

The Superintendent presents to the Board the second read of the revised mandated Regulation 8140 - Enrollment Accounting.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**19. Regulation Revision 8330 – Student Records**

The Superintendent presents to the Board the second read of the revised mandated Regulation 8330 – Student Records.

**20. Regulation Revision 8420.2 – Bomb Threats**

The Superintendent presents to the Board the second read of the revised mandated Regulation 8420.2 – Bomb Threats.

**21. Regulation Revision 8420.7 – Lockdown Procedures**

The Superintendent presents to the Board the second read of the revised mandated Regulation 8420.7 – Lockdown Procedures.

**22. Regulation Revision 8420.10 – Active Shooter**

The Superintendent presents to the Board the second read of the revised mandated Regulation 8420.10 – Active Shooter.

**23. 2023- 2024 Proposed School Calendar**

The Superintendent recommends the Board approve the 2023 - 2024 proposed school calendar. (See attached)

**24. Safe Return Plan - Revisions**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the revisions to the Safe Return Plan. Please see attached.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**25. Bedside Instruction**

The Superintendent, in consultation with the Administrative Team, recommends the Board retroactively approve bedside instruction for student 22-23-03 beginning Thursday, January 19, 2023, for a length of time to be determined. Bedside instruction will be for five (5) hours per week at the rate of \$54/hour with one (1) hour of administrative/prep time for every three (3) hours of instruction at the rate of \$17.82 to be provided by LearnWell.

**26. Extended School Year Operations**

The Superintendent, in consultation with the Director of Special Education, recommends the Board approve operating the 2023/2024 Extended School Year program at Washington Park School to be run from Wednesday, June 21 through Tuesday, July 25, 2023; 9:00 A.M. – 1:00 P.M., Mondays through Thursdays with the exception of Friday, June 23. There will be no class on Monday, July 3, 2023, or Tuesday, July 4, 2023.

**27. Extended School Year Postings**

The Superintendent, in consultation with the Director of Special Education recommends the Board post the following positions for the Extended School Year as follows (number of staff required will be dependent upon enrollment):

- Special Education Teachers with Autism/ABA experience
- Special Education Aides/Instructional Aides with ABA experience
- Speech/Language Therapist
- Occupational Therapist (part-time)
- Physical Therapist (part-time)
- Behaviorist (part-time)
- Nurse/Aide

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**28. 8<sup>th</sup> Grade Fashion Show**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the 20<sup>th</sup> Annual 8<sup>th</sup> Grade Fashion Show to be held on Thursday, February 23, 2023, at the Brownstone Restaurant. Eighth grade students participating in this event will be excused from school at 1:20 P.M.

**29. Unique Creatures Program – Memorial School**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve the Unique Creatures Program to visit Memorial School on Wednesday, May 24, 2023. Totowa preschool and kindergarten students will view the show at approximately 9:20 A.M. and grades one through three at approximately 10:05 A.M. The Totowa PTO will incur the cost of the program.

Motion for approval of item 5-29

MOTION: Mr. Reynoso  
SECONDED: Mr. Kerwin  
VOTE: Unanimous

**30. Informational**

QSAC

Audit

Budget

Safe to Return Plan Updates

Unplugged Concert

Basketball/Volleyball

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**Dates for Your Information:**

Feb. 16 1:20 P.M. Dismissal  
Feb. 17 – 20 Schools Closed Mid-Winter Break  
Mar. 1 Nations' Night – 6:00 P.M. - WPS  
Mar. 3 Progress Reports Online – Grades 5 – 8  
Mar. 13 1:20 P.M. Dismissal  
Mar. 14 PTO General Meeting  
Mar. 20 PTO Spring Pictures

**Use of Facilities:**

Mar. 3 PTO 4<sup>th</sup> and 5<sup>th</sup> Grade Dance (WPS)  
Mar. 6 PTO Executive Meeting (WPS)  
Mar. 7 PTO Executive Meeting Snow Date (WPS)  
Mar. 16 PTO Kids' Tricky Tray Drop Off (WPS)

**Attachments:**

Reports:

Discipline Reports  
Harassment, Intimidation, and Bullying Report  
*Unplugged* Concert

**31. Committee Reports**

Ms. Alesandrelli stated committee meetings were not held.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**32. Executive Session**

A request for executive session was made to discuss personnel matters and other business excluded from the Open Public Meeting by Law. The Board entered executive session at 7:15 p.m.

Mr. Reddin said, in Executive Session the Board will be discussing personnel and legal matters. The discussion will last approximately thirty (30) minutes and no action will be taken.

Motion for approval of item 32

MOTION: Mr. Reynoso

SECONDED: Mr. Bierach

VOTE: Unanimous

The Board returned from executive session at 7:50 P.M.

Ms. Antonucci joined the meeting during executive session.



**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**33. Substitute Teachers**

The Superintendent recommends the Board approve the following substitute teachers submitted by the Substitute Registry:

Priority I

Mullen, Jerilyn

Priority II

Chaba Bitar, Lona

Collazo, Katherine

Davchevska, Cvetanka

Davis, Chamekea

Garzon, Ketty

Gonzalez, Deborah

Grieco, Lindsey

Harsouni, Layail

Kennedy, Samantha

Nacev, Slobodanka

Osborne, Bruce T.

Sawyer, Aida

Simeone, Cindy

Vargas, Kevin

**34. Approval - Medical Leave**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an unpaid medical leave for Meredith Warburton, Special Education Aide, beginning on Friday, February 3, 2023, to a date to be determined.

**35. Approval - Medical Leave**

The Superintendent, in consultation with the Administrative Team, recommends the Board approve an unpaid medical leave for Jennifer Reeves, Reading Specialist, beginning on Friday, March 3, 2023, to Friday, March 10, 2023. Ms. Reeves will use six (6) sick days.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

Motion for approval of item 33-35

MOTION: Ms. Alesandrelli  
SECONDED: Mr. Bierach  
VOTE: Unanimous

**36. Approval of Minutes- January 18, 2023 – Regular Meeting**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the meeting of January 18, 2023, as presented.

Motion for approval of item 36

MOTION: Mr. Reynoso  
SECONDED: Ms. Alesandrelli  
VOTE: Unanimous

**37. Approval of Minutes- January 18, 2023 – Executive Session**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the minutes of the Executive Session during the meeting of January 18, 2023, as presented.

Motion for approval of item 37

MOTION: Ms. Alesandrelli  
SECONDED: Mr. Kerwin  
VOTE: Unanimous

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**38. Approval of Bills List – February**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the February Bills List as presented.

**39. Acceptance of Financial Status Report – January**

The Superintendent, in consultation with the School Business Administrator/Board Secretary recommends the Board accept the Financial Status Report for the month of January 2023, as presented.

**40. Monthly Financial Certification of the Board Secretary and the Board of Education – January**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board certify that the major accounts and fund balances in the 2022-2023 budget have not been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

**41. Acceptance of Bank Reconciliations – January**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Bank Reconciliations for the month of January 2023, as presented.

**42. Acceptance of Board Secretary Report – January**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Board Secretary Report for the month of January 2023, as presented.

**43. Acceptance of Treasurer of School Monies Report – January**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Treasurer Report for the month of January 2023, as presented.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**44. Acceptance of Financial Summary Report – January**

The Superintendent in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Financial Summary Report for the month of January 2023, as presented.

**45. Approval of Line-Item Budget Transfers – January**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the following line item budget transfer for the month of January 2023, as presented. (See Attachment #1 Monthly Transfer Report)

**46. Acceptance of Revenue Report – January**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board accept the Revenue Report for the month of January 2023, as presented.

**47. Approval of Payment of Cafeteria Invoices**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve payment of the following cafeteria invoices.

<u>Vendor</u>	<u>Description</u>	<u>Check #</u>	<u>Amount</u>
Pomptonian Food Service	Invoice #912011323	1538	\$ 26,607.41
Pomptonian Food Service	Invoice #912012023	1539	\$ 8,928.21
Pomptonian Food Service	Invoice #912012723	1540	\$ 1,671.80
Totowa Board of Education	Custodial Reimb.	Transfer to Warrant	\$ 12,983.56
Totowa Board of Education	PSE&G Reimb.	Transfer to Warrant	\$ 1,009.80

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**48. Approval to Dispose of Equipment**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of the following items.

Washington Park School

Old broken/unrepairable salter unit

Old broken/unrepairable set of old blue lockers

**49. Approval to Dispose of Textbooks**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board approve the disposal of outdated poor condition books. (See attachment #2)

**50. Approval of ESEA Title I Part A Amendment (Carry Over)**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the amendment to the ESEA Title I Part A 2022-2023 Grant to increase the balances in the amount of \$2,840.00 for teacher salaries and benefits for Title I programs. There was also a \$177.00 increase for Nonpublic funds for professional development. These monies are carry over monies from the 2021-2022 ESEA Title I Part A grant.

**51. Approval of ESEA Title II Amendment (Carry Over)**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board retroactively approve the amendment to the ESEA Title II 2022-2023 Grant to increase the balances in the amount of \$821.00 for teacher salaries and benefits for Title II programs. There was also a \$4,552.00 increase for Nonpublic funds for professional development. These monies are carry over monies from the 2021-2022 ESEA Title II grant.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**52. Approval of ESEA - Title I Salary & Benefits Amendment**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title I funds in the amount of \$57,230.00 for the salary/benefits for Ms. Kim Lubba, Memorial School Teacher for an Instructional Pull Out Program. This amount represents 41% of salary and benefits for Ms. Lubba. Salary will be charged to account 20-231-100-100-000-000-050 and benefits will be charged to 20-231-200-200-000-000-050.

**53. Approval of ESEA - Title II Salary & Benefits Amendment**

The Superintendent, in consultation with the Business Administrator/Board Secretary, recommends the Board approve the following ESEA Title II funds in the amount of \$37,461.00 for the salary/benefits for Ms. Jenna Laudi, Washington Park School Teacher to reduce class sizes at the elementary school. This amount represents 25% of salary and benefit for Ms. Laudi. Salary will be charged to account 20-270-100-100-000-001-060 and benefits will be charged to 20-270-200-200-000-000-060.

**54. Approval of Out of District Contracts 2022-2023**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends the Board approve the out of district contract for students OOD-22-23-01, to Hand Over Hand at Kids Interactive Day School, in Oakland, for the remainder of the 2022-2023 school year starting on February 13, 2023 in the amount of \$9,000.00.

**55. Acceptance of the 2021-2022 Audit**

The Superintendent, in consultation with the School Business Administrator/ Board Secretary, recommends the Board accept the Annual Comprehensive Financial Report, formerly the Comprehensive Annual Financial Report, and Management Report for the period of July 1, 2021 to June 30, 2022, as prepared by Lerch, Vinci & Bliss Ms. Capitelli stated no audit recommendations were noted in the report or on the prior year audit. No recommendations were noted.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**56. Approval of Travel Expense – 2022-2023 Annual NJSBGA Conference**

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board approve the travel expense for the 2022-2023 Annual NJSBGA Conference in Atlantic City for Mr. Christopher Jacob, SBA/Board Secretary. Total expense for the trip will be roughly \$425.00.

Motion for approval of item 38-56

MOTION: Mr. La Rose

SECONDED: Ms. Carr

VOTE: Unanimous (Mr. Bierach and Mr. Parlegreco abstained from PO 23-1376 on item #38 Bills List February)

**57. Old Business**

There was no old business.

**58. New Business**

There was no new business.

**59. Hearing and Petition of Citizens**

No citizens wished to be heard.

**60. Other Matters of a Timely Nature**

There was no other matters of a timely nature.

**BOARD OF EDUCATION  
BOROUGH OF TOTOWA**

**MEETING MINUTES**

02/15/2023

**61. Adjournment**

Upon motion by Mr.Reynoso and seconded by Mr. Kerwin this meeting was adjourned at 7:58 P.M.

Respectfully submitted,



Vincent Varcadipane

School Business Administrator/Board Secretary